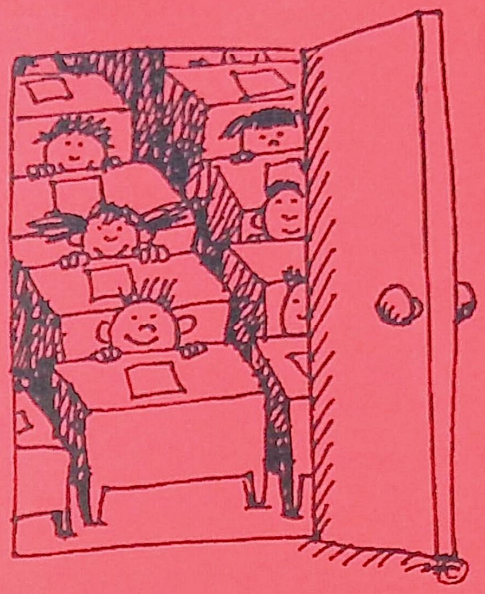
Teacher Name

Edward White Elementary School
John Langenhan, Principal

Teacher Handbook
2002-2003



ORGANIZATION AND OVERVIEW OF PROGRAM:

Edward White Elementary enrolls children Preschool through Grade 6. Preschool students attend half days, four (4) days per week. All other grade levels are scheduled for full sessions daily.

Preschool, Kindergarten, first, second and third grade students are situated primarily in self-contained classrooms while fourth through sixth grade students are departmentalized for some areas of instruction. All students in grades one through six receive instruction from specialists in the areas of art, music and physical education.

TYPICAL SCHOOL TIME SCHEDULE

Edward White Daily Schedule

7:15	Office Opens
7:45	Teachers Day Begins
7:50	Breakfast
8:00	Opening Activities
8:15	Classes Begin
11:15-12:30	Lunch/Recess
3:05	Dismissal
3:45	Teachers Day Ends
4:00	Office Closes

Agenda Item 96

REVISED
2002-2003
SCHOOL CALENDAR
NORTH SCOTT COMMUNITY SCHOOL DISTRICT

	M	T	W	T	F
	1	2	3	(4)	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
ugust				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
September	(2)	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				
October		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
November					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	(28)	(29)
December	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	(23)	(24)	(25)	(26)	(27)
	(30)	(31)			
January			(1)	(2)	(3)
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
February	3	4	5	6	7
	10	11	12	13	14
	(17)	18	19	20	21
	24	25	26	27	28
March	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	(24)	(25)	(26)	(27)	(28)
	31				
April		1	2	3	4
	7	8	9	10	11
	14	15	16	17	(18)
	21	22	23	24	25
	28	29	30		
May				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	(26)	27	28	29	30
June	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

July 1.....Fiscal Year Begins
July 4.....Holiday
July 29-August 21.....Band Instruction, Staff Development
August 5-9.....Registration
August 16.....New Teacher Orientation
August 19-21.....Teacher Inservice
August 22.....First Day of School
September 2.....No School K-12, Labor Day
September 18.....2 hr. Late Start, K-12
September 27.....Teacher Inservice
October 2.....2 hr. Late Start, K-12
October 25.....End of 1st Quarter (45 days)
October 28.....No School K-12, Teacher Inservice
October 29.....2nd Quarter Begins
November 8.....No School K-12, Conference Comp Day
November 27.....1 hr. Early Dismissal, K-12
November 28-29.....No School K-12, Thanksgiving Vacation
December 4.....2 hr. Late Start, K-12
December 23-January 3.....No School K-12, Winter Vacation
January 6.....School Resumes
January 15.....End of 2nd Quarter (45 days)
January 16.....3rd Quarter Begins
January 20.....No School K-12, Inservice Day
February 5.....2 hr. Late Start, K-12
February 17.....No School K-12, Winter Break Day
March 5.....2 hr. Late Start, K-12
March 21.....End of 3rd Quarter (45 days)
March 24-March 28.....No School K-12, Spring Vacation
March 31.....No School K-12, Inservice Day
April 1.....4th Quarter Begins
April 18.....Spring Vacation Day
April 21.....No School K-12, Conference Comp. Day
May 7.....2 hr. Late Start, K-12
May 26.....No School K-12, Memorial Day Vacation
June 4.....Last Day of 4th Quarter (45 days) 1 hr. Early Dismissal K-12
June 5.....Inservice Day
June 5, 6, 9.....Make-up Days
June 16-June 27.....Summer School (May vary due to make-up days)

The dates in circles are Holiday and Vacation periods.
The dates underlined represent inservice days.

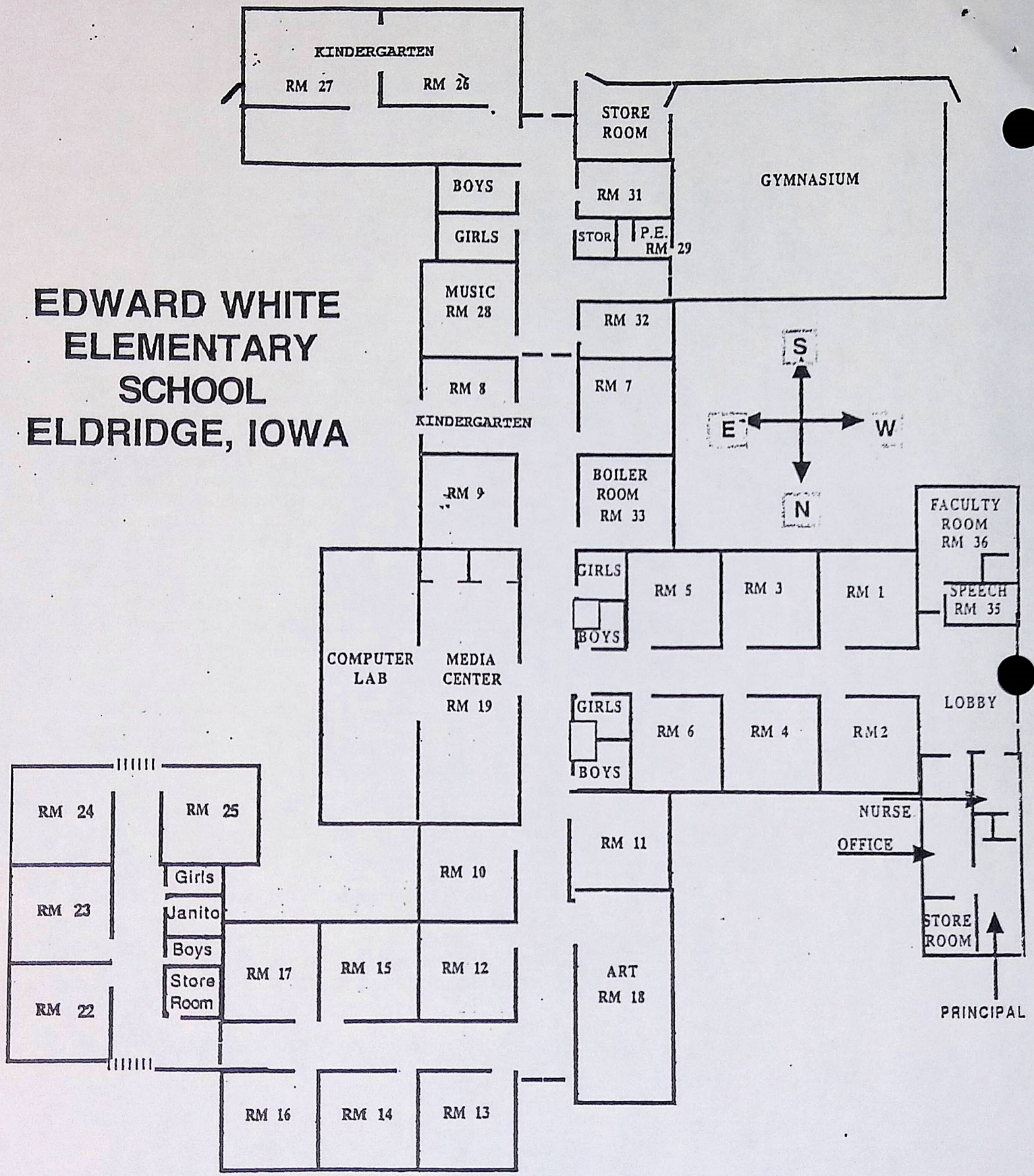
EARLY DISMISSALS:

November 27 K-12 (1 Hr)
June 4 K-12 (1 Hr)

LATE STARTS:

September 18	K-12	(2 Hr)	February 5	K-12	(2 Hr)
October 2	K-12	(2 Hr)	March 5	K-12	(2 Hr)
December 4	K-12	(2 Hr)	May 7	K-12	(2 Hr)

EDWARD WHITE ELEMENTARY SCHOOL ELDRIDGE, IOWA



EDWARD WHITE ELEMENTARY
121 S. 5TH STREET
ELDRIDGE, IOWA 52748
JOHN LANGENHAN, PRINCIPAL

TEACHERS:	GRADE LEVEL	ROOM #
Chris Baldwin	3rd Grade	Room 11
Mia Beesley	Librarian	Library
Carrie Borkenhagen	Kindergarten	Room 8
Shamus Budde	5th Grade	Room 16
Tisha Cavanagh	Preschool Spec. Ed.	Room 5
Colleen Collins	5th Grade	Room 23
Carol Haugland	4th Grade	Room 16
Matt Hoffmiller	Spec. Ed	Room 15
Laura Jacobsen	Title 1/Rem. Reading	Room 32
Ellen Jorgensen	1st Grade	Room 3
Judy Kilzer	6th Grade	Room 24
Eugene Kreiter	P.E. (Gr. 4-6th)	Gym
Jerry Lensing	4th Grade	Room 22
Rita Macken	Art	Room 18
Bill McDonald	P.E. (Gr. 1-3rd)	Gym
Linda Mixdorf	Kindergarten	Room 27
Ann Mulvihill	Music	Room 28
Pat Oster	2nd Grade	Room 9
Sara Reth	1st Grade	Room 2
Lynda Roesler	6th Grade	Room 25
Jennifer Swoboda	2nd Grade	Room 4
Teri Thavenet	2nd Grade	Room 6
Brent Thiessen	5th Grade	Room 14
Traci Verbrugge	1st Grade	Room 1
Jean Wakeland	3rd Grade	Room 13
Sheri Wallace	Kindergarten	Room 26
Amy Weiman	3rd Grade	Room 10

SECRETARY - Mary Bender
COUNSELOR - Teri Schaefer
NURSE - Vickie McElhiney
SUPPORTIVE STAFF:
Pat Perry, Office Aide/Spec. Ed. Aide
Denise Frauen, Spec. Ed. Aide
Sara Grimm, Spec. Ed. Aide
Patti Levien, Spec. Ed Aide
Gisele Pohlmann, Preschool Aide
Madelyn Phares, Spec. Ed. Aide
Rhonda Schoon, Library Aide
Christine Lee, Custodian
Dick Jenkins, Night Custodian
Cherie Leigh, Night Custodian
Judy Vaught, Breakfast Aide
Deb Brix & Michelle Everding, Lunch Aides

Last Name	First Name	Phone #'s
Baldwin	Chris	285-3368
Beesley	Mia	285-3306
Bender	Mary	285-3301
Borkenhagen	Carrie	3202
Budde	Shamus	285-3372
Cavanagh	Tisha	285-3367
Collins	Colleen	285-3379
Haugland	Carol	285-3374
Hawley	Jennifer	285-3361
Hoffmiller	Matt	285-3373
Jacobsen	Laura	285-3358
Jorgensen	Ellen	285-3364
Kilzer	Judy	285-3378
Kreiter	Eugene	285-3305
Langenhan	John	285-3304
Lensing	Jerry	285-3381
Lounge		285-3309
Macken	Rita	285-3370
McDonald	Bill	285-3305
McElhiney	Vickie	285-3303
Mixdorf	Linda	285-3376
Mulvihill	Ann	285-3357
Oster	Pat	285-3360
Perry	Pat	285-3302
Reth	Sara	285-3362
Roesler	Lynda	285-3380
Swoboda	Jennifer	285-3365
Teri	Schaefer	285-3374
Thavenet	Teri	285-3366
Thiessen	Brent	285-3371
Verbrugge	Traci	285-3363
Wakeland	Jean	285-3375
Wallace	Sheri	285-3356
Weiman	Amy	285-3369

2002-2003- - - 3 Day Cycle Schedule
Edward White Elementary

22-3	Oct. 21-2	Jan 6-1	Mar.10-2	May 13-1
	7-2	11-3	13-1	
Aug. 22-1	23-1	8-3	12-1	14-2
23-2	24-2	9-1	13-2	15-3
	25-3	10-2	14-3	16-1
Aug. 26-3	Oct. 28-Inservice	Jan. 13-3	Mar. 17-1	May 19-2
27-1	29-1	14-1	18-2	20-3
28-2	30-2	15-2	19-3	21-1
29-3	31-3	16-3	20-1	22-2
30-1	Nov. 1-1	17-1	21-2	23-3
Sept. 2- Labor Day	Nov. 4-2	Jan. 20-Inservice	Mar. 24 Spring Break	May 26-Holiday
3-2	5-3	21-2	25-Spring Break	27-1
4-3	6-1	22-3	26-Spring Break	28-2
5-1	7-2	23-1	27-Spring Break	29-3
6-2	8-No school Conf. comp day	24-2	28-Spring Break	30-1
Sept. 9-3	Nov. 11-3	Jan. 27-3	Mar. 31 Inservice	June 2-2
10-1	12-1	28-1	Apr 1-3	3-3
11-2	13-2	29-2	2-1	4-1
12-3	14-3	30-3	3-2	5-Inservice
13-1	15-1	31-1	4-3	June 5,6,9 Make-up Days
Sept. 16-2	Nov. 18-2	Feb 3-2	Apr. 7-1	
17-3	19-3	4-3	8-2	
18-1	20-1	5-1	9-3	
19-2	21-2	6-2	10-1	June 16-27 Summer School
20-3	22-3	7-3	11-2	
Sept. 23-1	Nov. 25-1	Feb. 10-1	Apr. 14-3	
24-2	26-2	11-2	15-1	
25-3	27-3	12-3	16-2	
26-1	28-Thanksgiving	13-1	17-3	
27-Inservice	29-No School	14-2	18-Spring Vacation Day	
Sept. 30-2	Dec. 2-1	Feb. 17-Winter Break	Apr. 21-No school Conf. Comp Day	
Oct. 1-3	3-2	18-3	22-1	
2-1	4-3	19-1	23-2	
3-2	5-1	20-2	24-3	
4-3	6-2	21-3	25-1	
Oct. 7-1	Dec. 9-3	Feb. 24-1	Apr. 28-2	
8-2	10-1	25-2	29-3	
9-3	11-2	26-3	30-1	
10-1	12-3	27-1	May 1-2	
11-2	13-1	28-2	2-3	
Oct. 14-3	Dec. 16-2	Mar 3-3	May 5-1	
15-1	17-3	4-1	6-2	
16-2	18-1	5-2	7-3	
17-3	19-2	6-3	8-1	
18-1	20-3	7-1	9-2	

Dec. 23-Jan. 3 Winter Break

Special Area/Lunch/Recess Schedule

Day 1

Times	Art
8:15-9:05	5A/5C
9:05-9:55	5B/5C
9:55-10:45	4L

Times	Music	PE
8:15-8:55	3A/3B/3C	3B/3A/3C
8:55-9:35	2A/2B/2C	2B/2A/2C
9:35-10:15	1A/1B/1C	1B/1A/1C
10:15-10:55	KA/KB/KC	KB/KA/KC

Lunch

Kdg.	????
4th-6th	11:35-12:00
1st-3rd	12:00-12:30

Recess

Kdg.	????
4th-6th	12:00-12:25
1st-3rd	12:30-1:00

12:30-1:20	6K
1:20-2:10	6R
2:10-3:05	4H

Day 2

Times	Art
8:15-8:55	2A/2C
8:55-9:35	2B/2C
9:55-10:35	3A/3C
10:35-11:15	3B/3C

Lunch

Kdg.	????
1st-3rd	11:05-11:35
4th-6th	11:35-12:00

Recess

????
11:35-12:05
12:00-12:25

12:25-1:05	1A/1C	12:30-1:20	6A/6B	6B/6A
1:05-1:45	1B/1C	1:20-2:10	5A/5B/5C	5B/5A/5C
1:45-2:25	KA/KC	2:10-3:05	4A/4B	4B/4A
2:25-3:05	KB/KC			

Special Area/Lunch/Recess Schedule {continued}

Day 3

Times	Art	Times	Music	PE
		8:15-9:05	6A/6B	6B/6A
		9:05-9:55	5A/5B/5C	5B/5A/5C
		9:55-10:45	4A/4B	4B/4A

	Lunch	Recess
Kdg.	????	????
1st-3rd	11:05-11:35	11:35-12:05
4th-6th	11:35-12:00	12:00-12:25

12:25-1:05	3A/3B/3C	3B/3A/3C
1:05-1:45	2A/2B/2C	2B/2A/2C
1:45-2:25	1A/1B/1C	1B/1A/1C
2:25-3:05	KA/KB/KC	KB/KA/KC

Late Start Schedule

Day 1

Kdg.-3rd Grades {8 periods}	4th-6th Grades {7 periods}
1. 10:15-10:40	1. 10:15-10:45
2. 10:40-11:05	2. 10:45-11:15
3. 11:05-11:30*	11:15-11:35-Homeroom
11:30-12:00-Recess	11:35-12:00-Lunch
12:00-12:30-Lunch	12:00-12:25-Recess
4. 12:35-1:00	3. 12:30-1:00
1:00-1:25-Homeroom	4. 1:00-1:30
5. 1:25-1:50	5. 1:30-2:00
6. 1:50-2:15	6. 2:00-2:30
7. 2:15-2:40	
8. 2:40-3:05	7. 2:30-3:00

*the 3rd period PE class must use 1/2 of the gym for last 10 minutes

Day 2

Kdg.-3rd Grades {8 periods}	4th-6th Grades {7 periods}
1. 10:15-10:40	1. 10:15-10:45
2. 10:40-11:05	2. 10:45-11:15
11:05-11:30-Lunch	11:15-11:35-Homeroom
11:35-12:05-Recess	11:35-12:00-Lunch
12:05-12:35-Homeroom	12:00-12:25-Recess
3. 12:35-1:00	3. 12:30-1:00
4. 1:00-1:25	4. 1:00-1:30
5. 1:25-1:50	5. 1:30-2:00
6. 1:50-2:15	6. 2:00-2:30
7. 2:15-2:40	7. 2:30-3:00
8. 2:40-3:05	

Day 3

Kdg.-3rd Grades {8 periods}	4th-6th Grades {7 periods}
1. 10:15-10:40	1. 10:15-10:45
2. 10:40-11:05	2. 10:45-11:15
11:05-11:35-Lunch	11:15-11:35-Homeroom
11:35-12:05-Recess	11:35-12:00-Lunch
12:05-12:35-Homeroom	12:00-12:25-Recess
3. 12:35-1:00	3. 12:30-1:00
4. 1:00-1:25	4. 1:00-1:30
5. 1:25-1:50	5. 1:30-2:00
6. 1:50-2:15	6. 2:00-2:30
7. 2:15-2:40	7. 2:30-3:00
8. 2:40-3:05	

Early Dismissal/Party Schedule

Day 1

Kdg.-3rd Grades { 8 periods}		4th-6th Grades { 7 periods}	
1.	8:15-8:50	1.	8:15-8:55
2.	8:50-9:25	2.	8:55-9:35
3.	9:25-10:00	3.	9:35-10:15
4.	10:00-10:35	4.	10:15-10:55
5&6	10:35-12:00	5.	10:55-11:35
	12:00-12:30-Lunch		11:35-12:00-Lunch
	12:30-1:00-Recess		12:00-12:25-Recess
7.	1:00-2:00	6.	12:30-1:15
		7.	1:15-2:00

Day 2

Kdg.-3rd Grades { 8 periods}		4th-6th Grades { 7 periods}	
1.	8:15-8:50	1.	8:15-8:55
2.	8:50-9:25	2.	8:55-9:35
3.	9:25-10:00	3.	9:35-10:15
4.	10:00-10:35	4.	10:15-10:55
5.	*10:35-11:10	5.	10:55-11:35
	11:05-11:35-Lunch		11:35-12:00-Lunch
	11:35-12:05-Recess		12:00-12:25-Recess
6.	12:15-12:50	6.	12:30-1:15
7.	12:50-1:25	7.	1:15-2:00
8.	1:25-2:00		

* 1st grade art extends into lunch by 5 minutes.

Day 3

Kdg.-3rd Grades { 8 periods}		4th-6th Grades { 7 periods}	
1.	8:15-8:50	1.	8:15-8:55
2	8:50-9:25	2.	8:55-9:35
3.	9:25-10:00	3.	9:35-10:15
4.	10:00-10:35	4.	10:15-10:55
5.	*10:35-11:10	5.	10:55-11:35
	11:05-11:35-Lunch		11:35-12:00-Lunch
	11:35-12:05-Recess		12:00-12:05-Recess
6.	*12:15-12:35	6.	12:30-1:15
7.	12:50-1:25	7.	1:15-2:00
8.	1:25-2:00		

*May require that the 1st grade combines classes due to the availability of gym and staff

Edward White
Supervision Responsibilities

A. Should be in lunch room prior to student arrival.
Responsible for supervising students.

B. Supervision of students.

C. Supervision of students.

D. Should be in lunchroom prior to student arrival.
Responsible for supervising students.

E. See "B" above.

F. See "C" above.

G. Supervise Grades 1-3 from lunch to recess.

H. Supervise Grades 4-6 from lunch to recess.

I. Supervision of 1st and 2nd Grade hallway to playground.
Playground supervision.
Escorts 1st and 2nd Grades from playground to classroom.

J. Playground Supervision: Grades 1-3
Escorts Grades 1 and 2 from playground to classroom.

K. Supervision of Grade 3 classroom to playground.
Playground supervision.
Escorts Grade 3 from playground to classroom.

L. Playground Supervision: Grades 4-6
Escorts Grade's 4-6 from playground to classroom.

M. See "L"

N. See "L"

O. Playground Supervision: Grade K
Escorts and supervises Kindergarten during recess and transition.

P. Lunch Supervision: Grade K

*Teachers assigned to supervision should have their classes in lunchroom prior to designated lunch time.

Lunch & Recess Schedule
2002-2003

		Day 1	Day 2	Day 3
Day 1 12:00-12:25				
Day 2 & 3				
11:05-11:30	A.	1. Perry	1. Perry	1. Perry
(1st -3rd)	B.	2. Verbrugge	2. Pohlmann	2. Pohlmann
LUNCH	C.	3. Oster	3. Thavenet	3. Swoboda
Day 1-3				
11:35-12:00	D.	1. Schoon	1. Schoon	1. Schoon
(4th - 6th)	E.	2.	2.	2. Kilzer
LUNCH	F.	3. Macken	3. Haugland	3.
11:35-11:45	G.	1. Pohlmann	1. Beesley	1. Beesley
(1st-3rd)				
HALLWAY SUPERVISION				
12:00-12:05	H.	1. Grimm	1. Grimm	1. Grimm
12:00-12:10		1. Hoffmiller	1. Hoffmiller	1. Hoffmiller
Day 1-3				
11:35-12:00	I.	1. Frauen	1. Frauen	1. Frauen
or 12:30-1:00				
11:40-12:05	J.	2. Jacobsen	2. Jorgensen	2. Reth
11:40-12:05	K.	3. Wakeland	3. Baldwin	3. Weiman
12:05-12:30	L.	1. Levien	1. Levien	1. Levien
(4th-6th)	M.	2. Roesler	2. Thiessen	2. Budde
RECESS	N.	3. Lensing	3. Collins	3. Mulvihill
11:30-12:00	O.	4. Phares	4. Phares	4. Phares

(ON DUTY DAY HAVE STUDENTS AT LUNCH BY 11:35)

11:00-11:30	P.	1. Wallace	1. Mixdorf	1. Borkenhagen

Edward White Philosophy

The ultimate goal of Edward White Elementary is to encourage all children to reach their highest potential. The educator's responsibility is to see that a broad curriculum arouses the learner's desire for more information and new ideas. A variety of strategies and methods will be used to meet the students' needs.

We also believe the school environment must be flexible and positive in working towards the total development and well-being of all children. Since the parents are the first educators, we believe the school must work cooperatively with the family. Instruction should begin and build on the child's previous experiences.

It is our hope and expectation that working together as parents, students, and teachers, we can encourage all learners to experience the joy of discovery, develop a sense of social responsibility in a democratic society, and create a desire for learning now and in the future.

North Scott Community School District Multicultural Nonsexist Policy

It is the policy of the North Scott Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

It is also a policy of the district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to men and women in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a multicultural, nonsexist society.

Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to the Superintendent of the North Scott Community School District, 251 E. Iowa Street, Eldridge e, Iowa 52748, (563) 295-4819, to the Director of Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

EDWARD WHITE ELEMENTARY
GENERAL INFORMATION & DIRECTIVES FOR TEACHERS

EMPLOYEE SCHEDULES/HOURS/ROUTINES

CLASS SCHEDULES
Copies of class schedules shall be filed with the principal and a copy shall be posted in a prominent spot near the door to the classroom. Schedules shall show all regularly planned activities. Each teacher's class schedule shall be approved by the building principal before it is posted.

SUPERVISIONS
Building supervisions will be shared by teachers and aides in accordance with the schedule established by the building principal. Teachers and aides are expected to be actively on duty during assigned duty periods. They should evenly distribute themselves among the students. On days that special areas are canceled, the special area teachers will be asked to assume noon duties.

RESPONSIBLE TO THE PRINCIPAL
Teachers shall be directly responsible to the principal in the buildings where they teach. All requests and communication shall be made through the building principal. This applies to contact the other buildings in the district for reading and/or testing materials, textbooks, etc.

NORMAL WORKING HOURS
Normal working hours for elementary teachers will be from 7:45 a.m. to 3:45 p.m. on all school days, workshop days, inservice days and conference days with the exception of Fridays, unless otherwise notified. Variation from these hours may be arranged with permission of the building principal in accordance with the master contract. A folder will be in the office for signing out/in for all staff members.

LESSON PLAN AND GRADE BOOKS
Lesson plan grade books shall be kept on the teacher's desk. Lesson plans shall always be prepared at least one day ahead. Substitute teachers will be expected to follow the regualar classroom teacher's plans unless the absence is of extended duration. Lesson plan and grade books shall be kept current at all times. Careful planning is one of the more important aspects of a teacher's responsibilities. Plans should be mapped out for the entire school year for such activities as field trips and resource speakers. Plans for each quarter should be determined as to what units will be taught. Detailed daily lesson plans need to be written in the lesson plan book. Lesson plan and grade books will be periodically reviewed by the principal.

SUBSTITUTE FOLDERS

Substitute teacher's folders shall be kept in the school office. The substitute will fill out a "Substitute Report Form" fill out by the end of the day. An "Absence Report Form" filled out by the teacher for any absence (illness curriculum meeting, etc.) will be returned to the office on the first day following the absence and will be kept on file.

EMPLOYEE ABSENCE

All staff members who will require substitutes shall, whenever possible, notify the building principal the previous day or sooner, so arrangements can be made for a substitute. If, in the case of illness, staff members need a substitute for that same day, he/she shall call the principal at home (285-8372) or leave a message on his voice mail at school (285-3304). All substitutes are secured and assigned by the central office. **In no case shall staff members attempt to contract their own substitute.** It is not considered appropriate for staff members to request specific substitutes, since assignment is based on necessity for maintaining a balanced list of substitutes and upon the total needs of the school district.

FACULTY MEETINGS

Regular school faculty meetings will be held on Wednesdays at 3:20 p.m. in the media center. Items may be placed on the agenda at the meeting or in advance by discussing it with the principal. In case of absence, a partner will be asked to take notes and collect information.

HOMEROOM ACTIVITIES

Students will be entering their classrooms at 8:00-8:10 a.m., therefore, all staff members are to be at their teaching stations at that time. Homeroom activities include taking roll and lunch count, pledge of allegiance and generally helping students prepare for the school day. Students are considered tardy after 8:20 a.m.

NEW STUDENTS

When a new student is assigned to your homeroom, refer to the New Student Checklist (Appendix D).

PRIMARY RECESS

a. No more than fifteen minutes in length.
b. One supervisor is needed per grade level at outdoor recess.
c. Teachers not on recess duty assume responsibilities for students remaining in the building.

BUILDING PROCEDURES & POLICIES

ACCIDENTS

The staff is responsible for emergency treatment of an injury. As soon as possible, this responsibility should be transferred to the school nurse or persons who are medically certified, i.,e. CPR or First Aid training.

A. Accident Reports
    1. Should be completed by the nurse with the assistance of the supervising member.

ANIMAL/PETS

Pets may visit school if accompanied by an adult and only if the teacher has previously granted permission.

ATTENDANCE

A. Irregular Attendance
    1. Report patterns of absences.
    2. The school health officer is to make a quarterly report to the principal listing all students' absences at or above ten percent (4 1/2 days).

B. Home Calls
    When student information is not received from parents or guardians the health officer will contact the home of the student prior to 9:30 a. m. on the first day of the absence.

C. Make-up Work
    Students are to be assisted by staff to make-up necessary assignments missed while absent.

D. Excused and Unexcused Absences
    1. Excused-illness, death in family, physicals and absences which are approved by prior arrangement.
    2. Unexcused-other

BULLETIN, NEWSLETTERS

Bulletins, newsletters and messages sent to parents shall be approved by the building principal.

COPYRIGHT LAWS

Teachers shall be in total compliance with copyright laws. Familiarize yourself with the law. There is a copy on file in the school office.

CUMULATIVE FOLDERS

Cumulative folders shall be kept during the school year in the school office files. Teachers may check out cumulative folders for professional use at any time; however, they should not be taken from the school office. Care must be exercised to insure that the confidentiality of the files is maintained. All information in the cumulative folder is confidential and should be filed immediately following review of contents.

The order for materials housed in the permanent record is:

1. Enrollment sheet
2. Picture composite
3. Special services - permission for special services, reports
4. Reading folders (when students leave the building)
5. Report cards
6. Records from other districts

CURRICULUM

The North Scott District has curriculum for each academic area. Any deviation from the scope and sequence from the basic curriculum needs prior approval from the building principal.

DO'S & DON'TS TO ASSIST IN BUILDING MAINTENANCE

1. Do not use tape of any kind on blackboard surfaces.
2. If paint or glue is spilled on carpeting, clean immediately with water.
3. Do not let glue dry on desks, sinks or counter areas.
4. Assist in daily maintenance by doing the following:
    a. All paper and other material should be off the floor before students leave.
    b. Students should keep coat racks neat and picked up at all times.
    c. Turn out lights when leaving area.
    d. Close and lock all windows and doors.
5. Staff should continually evaluate materials as to their usefulness. Unused items should be given to another staff member for use or thrown away.
6. Use wide tape only for securing student desk name tags.
7. No stickers should be placed on desks, tables, etc.

EMERGENCY PROCEDURES

See Appendix E

EQUIPMENT

1. Playground equipment and games are to be kept by the room within the grade-level. Report replacement needs to the principal.
2. Post and discuss ten equipment safety rules.

FORMS
The following forms are available in the school office:

Print Shop
Field Trip
Professional Leave
Personal/Bereavement/Jury Duty/Association
AEA Orders
Special Education

IDENTIFICATION
All North Scott employees are required to display an identification badge at all times. The badge may be obtained through the school office.

MONEY
Money shall not be collected without official approval. Money shall never be left in the classroom overnight.

POLICY ON PURCHASES
Requisitions are to be approved by the principal and sent to central office for final approval and purchase. Nothing should be charged to the school or purchased by a teacher prior to obtaining a requisition or permission from the building principal. No teacher is authorized to collect funds from a student to buy any item or to sell any items without prior administrative approval.

PRINT SHOP
When your duplicating needs exceed ten copies of any one item, please forward the request to the district print shop. Request forms are available in the office and should be forwarded via the inter-school mail in the red-lined white print-shop envelopes.

RECOMMENDATIONS OF A SENSITIVE NATURE
Recommendations in regards to special education, counseling , medication or retention should never be made without input from the principal, special education team, guidance counselor or other available resources.

SCHOOL PARTIES
Parties are generally planned by the room parents for Halloween, Christmas and Valentine's Day. Parties on any other occasions are discouraged with the exception of occasional birthday treats.

SCHOOL PHONE
The school phones are business phones and shall be used for school business only. Make certain if you use the phone for any long distance calls you reverse the charge, charge them to your home phone or use a telephone credit card. If for some reason you charged a call and it will be on our school billing, please register this call in our red log book located in the office and when the billing is sent to our office we will then
ask for reimbursement.

SUPERVISION OF STUDENTS

Teachers will be expected to supervise students to and from all special classes, lunchroom, recesses and at dismissal time.

SUPPLIES

All purchases of supplies, equipment and materials shall be made by official purchase orders and through proper channels.

SERVICES

AEA-IX CHECKOUT
Films, tapes, books, etc. may be checked out from AEA-IX. The AEA - 1X pickup delivery is weekly on Wednesday and Friday at 9:00 a.m.

COMPUTER CHECK-OUT (See Appendix B)
Computers can be checked-out by staff members over vacation periods, weekends or during the summer months. They are to be used for school purposes only and checkout must be arranged through the principal and media specialist.

FILM & T V USAGE
Each and every event in the course of a school day should be planned. This is particularly true for visual presentations. Films should be previewed and should meet a specific objective in the school curriculum. This also applies to the use of TV and film strips. Please forward AEA materials to the office prior to expiration date.
Films and Video Tapes: These are valuable teaching aids when used appropriately. Please consider the following:

1. Students need good models - watch the film with them.
2. Class-size needs to be respected. Avoid doubling sections for viewing.
3. No film or videotape may be shown to students that is not found in the AEA film/tape catalog unless approved by the principal.

GENERAL SUPPLY ROOM
In the general supply room you will find textbooks, workbooks and general supplies. The building secretary has a general supply list from central office. Please notify her if there is a need for materials. Supplies taken from the supply room are to be recorded on form provided in that room. All general supplies are charged directly back to our building.

PARENT VOLUNTEER PROGRAM
Parent volunteers assist in and around our school in numerous ways. The writing center and other special projects rely heavily on their talents. Volunteers also have proven valuable working directly with students in the classroom.

Parent volunteer sign-ups will be conducted at registration and open house.

ROOM PARENTS

Parents have the opportunity to sign-up for the position of "Room Parent" at our annual Open House. The major duties of room parents are:

1. To assist with planning of class parties.
2. To assist with the supervision of field trips.

SCHOOL NURSE

Teachers are expected to give the school nurse their full cooperation in meeting of school health needs of the children in their classes. It will be necessary to preempt classroom time periodically for health inspections, eye examinations, etc. Health records for each child will be kept and maintained by the school nurse. Drugs and medicines, including Tylenol, shall be kept in the nurse's office and administered to the child by the school nurse, secretary or the parent. Once the nurse has assumed responsibility for the child, all decisions regarding the child are subordinate to the nurse. Please make certain the child is sent to the nurse's office for significant reasons.

SECURITY/KEYS

All teachers may obtain a building key and alarm code number through the school office. Responsibilities associated with building access are delineated in North Scott District Policy.

SECURITY/LOCKING DOORS

All doors will remain locked during the student instructional day. All staff-members are expected to assist in the security of the facility.

STAFF ROOM

This room is for our use. Please try and help keep this room clean. Coffee, pop, tea, etc., should not be consumed in areas other than the staff room except after school.

WEEKLY BULLETIN

The last school day of each week the "Weekly Log" will be sent home. Copies are also mailed to non-custodial parents upon request, North Scott Administration Office and Scott County Library. This is an excellent opportunity for us to keep our patrons informed. Please make certain anything you want in print, gets to the secretary by noon the Wednesday preceding. Develop a system so that an absentee will receive a copy upon return.

SUPERVISIONS

a. 7:30 a.m. - office opens
b. 7:45 a.m. - all personnel check mailboxes for messages, announcements
c. 8:00-8:10 a.m. - K-6 students in classrooms
d Once the halls are cleared of most students, report to assignment and prepare for classes. Homeroom teachers check attendance, process milk and lunchroom information, complete clerical tasks and interact with students.

NOON RECESS

a. Indoor/Outdoor-Determined by persons supervising. If the temperature is below O degress or the wind chill factor is below 0 degrees, all recess activities will be conducted inside the school building. (See Appendix C)
b. Area-Determined by conditions and persons supervising.
    1. Children without boots are restricted to blacktop when there is snow or wet conditions.
    2. Rotation of areas by grade levels is arranged according to teachers supervising.
c. Supervision
    1. See supervision schedule.
    2. Other personnel will be added as needed.
    3. All teachers/staff will assist with hall supervision.
d. Exiting/Entering the Building
    1. Lines walking in orderly fashion.
    2. Late dismissals are under supervision of dismissing teacher until students reach recess line.
    3. Once children are outside, they should remain there for duration of recess period.
    4. At signal of supervisors children line-up by grade levels to re-enter the building.
e. Illness, Homework, Intramurals, Detention
    1. Teachers are responsible to supervise students they ask to remain indoors.
    2. Parent requests for children to remain inside are to be honored until the health officer or principal rules otherwise.

AFTERNOON DUTIES & RESPONSIBILITIES (3:05-3:45 P.M.)

a. At 3:00 p.m. all children return to their homerooms under the supervision of the disignated teacher.
b. At 3:05 p.m. students are dismissed. All teachers are to supervise the areas of the hall outside their rooms.
c. Students remaining after school are to be dismissed not later than 3:45 p.m. No students are to be left unsupervised. Parents are to be informed when students are remaining beyond 3:05 p.m.
d. The official conclusion of the school day is 3:45 p.m. Lesson plans are to be in order prior to leaving the building.

TRAINING

CHILD ABUSE/RIGHT TO KNOW/BLOODBORNE PATHOGENS
All teachers are required by law to have training as Mandatory Child Abuse Reporters, of harmful and toxic chemicals frequently found within a school building, and information relating to bloodborne pathogens. Contact the building principal for additional information.

STUDENTS

CHILD ABUSE & NEGLECT
When teachers are aware of signs and symptoms which may indicate a child with abuse or neglect they must report the incident to the appropriate authorities.

DISCIPLINE (See Appendix A)
Corporal punishment is not to be used. Teachers should thoroughly familiarize themselves with the policy of Student Conduct approved by the Board of Education.

The building principal is empowered by board policy to detain students after school hours as a disciplinary measure, provided notice is given to the parents by telephone, letter or message through the student in advance.

Student discipline is considered one of the basic responsibilities of the teacher in the classroom. Special subject teachers are responsible for student discipline during their class periods just as the homeroom teachers. The building principal may assist with the discipline problems. When students are sent to the office, please communicate the nature of the problem.

DIVORCED &/OR GUARDIAN PARENTS
The custodial parent has responsibility for custody, care, control and education of the children. If one parent has a court order that limits the rights of the other parent, a copy of the court order should be on file in the student's cumulative record. If a court order is not provided, equal rights will be provided to both parents. The same rights apply to guardians.

DUE PROCESS/STUDENTS
The essential rights involved in disciplinary procedures stem from the concept of due process. Under this process, students are entitled to:

a. Know the rules and regulations.
b. Be advised of misconduct that involves parent notification and have opportunity to explain themselves.
c. Appeal a disciplinary decision regarding their misconduct to a higher level.

In the administration of disciplinary procedures the student will be made to feel that his/her value as a person is not questioned.

NEW PUPILS

All new pupils shall be reported to the office immediately. No child is officially enrolled in the school district until his Enrollment Report has been transmitted to the AEA Computer Center from the building office.

STUDENTS' RIGHTS

1. Bicycles/Scooters/Skateboards

   Each student is allowed to ride a registered bicycle, scooter or skateboard to school when parents determine the student has the skills and will follow the rules of safety. A lock should be purchased for securing a bicycle during the day. Violation of the rules of safety can result in a student being prohibited by the school from bringing the bicycle, scooter or skateboard on school grounds.

2. Discipline (See Appendix A)

   Students are to be informed of rules and given reasons for any discipline received. Opportunity must be provided for counseling and discussion.

3. Dress Code

   Students are permitted to wear what is proper for the occasion and suitable for weather conditions. If a student is dressed in questionable attire, bring the matter to the attention of the building principal. The responsibility for most decisions in the matter of dress should rest with the child and parents.

   On days the ground is covered with snow, children without rubber boots or waterproofed shoes are not permitted off the blacktop area. Those students with leather boots should have a second pair of boots or shoes to wear in the classroom.

4. Playground

   The playground is closed to student activities at all times when it is not supervised between the hours of 7:45 a.m. and 3:30 p.m. on instructional days.

TRANSFER OF STUDENTS

1. Within Building - Students may be transferred from one classroom to another when the reasons are valid and approval has been given by the building principal.

2. Other Buildings and Districts - Health records and cumulative records are to be updated and processed within twenty-four hours of student withdrawal from the building.

Edward White Elementary
Teacher Handbook

Appendix A - Discipline Procedures Opportunity Form

Appendix B - Purchasing/Fundraising

Appendix C - N. S. District Goals

Appendix D - New Student Checklist

Appendix E - Emergency Procedures

Appendix A
EDWARD WHITE ELEMENTARY SCHOOL
DISCIPLINE PROCEDURES

PRIOR TO RECORDED OFFENSE, THE STUDENT WILL BE GIVEN THE OPPORTUNITY TO EXPLAIN HIS/HER SITUATION.

MINOR OFFENSES

Minor offenses are handled on-the-spot in halls, in the lunch room, in classes, and on the playground by any teacher or teacher associate. repeated minor offenses, at the discretion of a supervisor, could follow the steps of a major offense.

MAJOR OFFENSES

Hitting Roughing Disrespectful Language Leaving School Grounds Biting Spitting Throwing Objects Racial slurs of defamation of culture heritage.

MAJOR/MAJOR OFFENSES

Physical Assault Vandalism Insubordination Substance Use/Possession Weapon Use/Possession Explosive /Devise Use/Possession

(STEP 1) FIRST MAJOR OFFENSE

1. Student goes immediately to Opportunity Room and completes an Opportunity Form Plan followed by a timeout according to student age as follows:

Pre-Grade 2=	5 minutes
Grades 3 & 4=	7 minutes
Grades 5 & 6=	10 minutes

2. Student takes Opportunity Form home and obtains parent signature for return the following day. The homeroom teacher is responsible for (1) checking to see that the Opportunity Form is returned (and calling home if it is not retruned after 2 days), and (2) keeping the Opportunity Form on file until the end of the year. The Principal will also keep a record of

Appendix A
EDWARD WHITE ELEMENTARY SCHOOL
DISCIPLINE PROCEDURES

opportunity room offenses for each student. The principal will check to make sure the opportunity room slip is returned to the classroom teacher. If the form is not returned within two days, the student will stay inside from recess unitl it is returned or parents are contacted.

(STEP 2) SECOND MAJOR OFFENSE

1. same procedure as STEP 1.

(STEP 3) THIRD MAJOR OFFENSE

1. Student spends 15 minutes in Opportunity Room.
2. Student develops a Behavior Contract in a conference with the homeroom teacher and principal.
3. Student shares Behavior Contract with parent in conference with teacher, principal, and parent (conference arranged by phone by homeroom teacher).

(STEP 4) FOURTH MAJOR OFFENSE & FIRST MAJOR/MAJOR OFFENSE

1. Student spends 1 hour in "In School Suspension"; parent is informed by phone by the principal.
2. Behavior contract is updated/modified in conference with student, teacher and principal.
3. In or out of school suspensions may be used in cases of student fighting, acting insubordinately towards adults, or substance abuse, at the discretion of the principal.

Appendix A
EDWARD WHITE ELEMENTARY SCHOOL
DISCIPLINE PROCEDURES

(STEP 5)

1. Same as the 4th offense
2. 2 hour "in school" suspension

(STEP 6)

1. Same as 4th offense
2. 1/2 day "in school" suspension

(STEP 7)

1. Same as 4th offense
2. 1 day "in school" suspension

(STEP 8)

1. Same as 4th offense
2. 1 day "out of school" suspension

Name: _____ Date: _____

Home Room: _____ Reported By: _____

1. This is what happened.

2. This is what should have happened.

3. If this happens again, I know the consequence will be...

Comments (Staff or Parent):

Parent Signature _____

Please return to school immediately.

Appendix B

PURCHASING, FUND RAISING, CAMP PLANNING

AND

GENERAL FUND MANAGEMENT INSTRUCTIONS

Guiding Principle: Handling funds in the public school is a serious matter governed by state law and board policy. This document is intended to assist you in conforming to these regulations. Refer questions to your immediate supervisor

I. Fund Raising

II. Purchasing/Expenditures/Checks

III. Camps

IV. Revenue/Deposits

V. Miscellaneous

I. Fund Raising

Students may raise funds for school-sponsored events with permission of the building principal (Board policy 504.6)

Guiding Principles:

1. Generally student fund raising should be minimized.
2. Each fund raiser should have a specific purpose which can be articulated clearly by the sales agent.
3. Other sources of funding should be exhausted before fund raising is undertaken.

Operational suggestions:

1. Students/parents should be informed of the goal of the fund raiser and given an option to write a check to the organization.
2. Sponsors should not set an amount that each student is required to raise.
3. If items are being sold, the percentage which will actually be gained by the school organization should be identified, i.e., if the purchase of $20 worth of chocolate will net the organization $5, this should be known. A person might prefer to give a $5 donation rather than buy the $20 worth of candy.
4. Rewards to specific students should be minimized or given to the group as a whole. The emphasis should be on working for the activity or group rather than for themselves. Also the cost of the rewards detracts from the net profit of the group. Individual prizes should not be awarded by the district.
5. A completed fund-raising reconciliation report will be required.

Revenue/Deposits: See Page 4

II. Purchasing/Expenditures/Checks

Expenditures: A purchase order must be completed and approved prior to ordering. Requests for supplies, equipment, and services shall be made by school district personnel to their immediate supervisor. Purchase orders shall be submitted to the director of business affairs. (Board policy 705.3)

Options:

1. Petty Cash - Staff may be reimbursed for purchases under $25. A receipt is required in order to be reimbursed. (Board policy 705.7).
2. Building Level Purchase Order - Limited to $250 or less and requires building principal signature.
3. District Level Purchase Order - Two signatures are required-building administrator and Director of Business Affairs. Need to plan in advance for purchase order processing.
4. In all cases see building administrator for specific building level procedures for issuance of purchase orders and petty cash.

Request for checks: All payments and checks require prior board approval. The Board meetings are normally held on the second and fourth Mondays of the month. Requests for checks will need to be in the Central Office by noon, one week prior to the Board meeting.

Exceptions: The Board allows only the following payments to be issued between meetings-freight, utilities, and registrations (Board policy 705.5) These checks are normally written on Wednesday. Request for these checks are due in the Central Office by 9:00 a.m. on Tuesday.

III. Camps

The following guidelines are provided to insure efficient, expedient and consistent procedures associated with special activities:

1. Special activities involving North Scott students sponsored by North Scott employees should be scheduled through the athletic director's office.

2. The activities secretary will advertise the activity through the district purchasing procedure.

3. All funds are to be paid to the district and deposited in school district accounts by the activities secretary.

4. The camp will pay the district $1 per participant for insurance.

5. The camp will make a $50 donation to the activity fund general athletic account for the use of any school facility either indoor or outdoor.

6. The Camp organizer will recruit, assign and determine payment for all activity coaches, officials and helpers.

   a. Current employees of the district will be paid through district payroll at a rate determined by the camp organizer.

   b. Non employees will provide name, address and social security number on a W-9 form and a personal service contract to permit direct payment for special services.

7. Funds generated through the camp will be directly used to pay all related expenses and all camp employees, with remaining funds credited to the appropriate activity account.

8. Funds placed in the activity account will be used at the direction of the program sponsor for any permissible expense, including but not limited to: camps and clinics for players and/or coaches, travel expenses, supplies, equipment and program appropriate apparel. Coaches apparel purchased with activity account funds remain the property of the North Scott Community School District and shall be returned to the Athletic Director upon completion of duties.

9. The athletic director will approve all planned activities and make provision for the activity fund general athletic account to pay the cost associated with the district's portion of personnel benefits (FICA and IPERS) generated by the camp activity.

IV. Revenue/Deposits

1. Whenever possible cash collections should be received directly from students in the building office by personnel designated by the principal.

2. Sponsors/teachers should not personally hold any checks or cash. (Board policy 702.1)

3. Sponsors/teachers should personally take all proceeds or fees collected from students directly to building office personnel.

4. All checks and cash receipts should be deposited in the back on the same day. (Board policy 702.R1)

5. Reconciliation forms: A fund-raising reconciliation form will need to be completed and returned to the building administrator and forwarded to the Central Office.

V. Miscellaneous

1. Donations: School organizations are not permitted to make donations to other non-profit organizations unless that particular purpose was identified prior to raising the fund.

2. Questions: Contract your building administrator, Joe Hintze ext. 147, Helen Peters ext. 113 or Kristy Looney ext. 103.

3. Personal Responsibility: Failure to follow appropriate fund management procedures may force the district to hold you personally responsible for incurred expenses.

Appendix C

DRAFT

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

2002-03 DISTRICT GOALS

1. Implement the District's Strategic Comprehensive School Improvement Plan

   A. Long Range Goal #1: All students will demonstrate progress in their reading performance.

   Annual Improvement Reading Goal 1.1 - We will increase the percentage of low socio-economic status students in grade 8 who are proficient in reading comprehension as measured by the Iowa Test of Basic Skills reading comprehension test.

   Additional District Goals for Monitoring Student Progress in Reading:

   - We will increase the percentage of students in grades 3-9 who demonstrate a year's growth on the ITBS/ITED reading comprehension test.
   - We will increase the percentage of students scoring a five or higher on the *Work Keys* "Reading for Information" assessment.
   - We will increase the percentage of graduating seniors who have taken four years of language arts.

   B. Long Range Goal #2: All students will demonstrate progress in their ability to apply mathematical concepts to effectively solve problems.

   Annual Improvement Math Goal 2.1 - We will increase the percentage of low socio-economic status students in grade 8 who are proficient in mathematics as measured by the Iowa Test of Basic Skills mathematics total test.

   Additional District Goals for Monitoring Student Progress in Math:

   - We will increase the percentage of students in grades 3-9 who demonstrate a year's growth on the ITBS/ITED math total test.
   - We will increase the percentage of 4th and 8th grade students who achieve the problem solving standards as measured by the *New Standards Math Reference Exam.*
   - We will increase the percentage of graduating seniors who have taken three or more years of mathematics.

C. Long Range Goal #3: All students will demonstrate progress in their ability to use science inquiry skills to understand their world.

Annual Improvement Science Goal 3.1 - We will increase the percentage of students in grades 8 and 11 who are proficient in the use of scientific inquiry strategies as demonstrated on a district designed science performance assessment.

Additional District Goals for Monitoring Student Progress in Science:

- We will increase the percentage of graduating seniors who have taken three or more years of science.

D. Long Range Goal #4: All students will demonstrate progress in their personal, social, and civic responsibilities.

District Goals for Monitoring Student Progress:

- We will validate that the learning environment is inclusive, safe, disciplined, and accessible to maximize student learning.
- We will decrease the percentage of students reporting that they have used alcohol, tobacco, or other drugs at all grade levels surveyed.
- We will decrease the percentage of discipline referrals in grades 7-12.

E. Long Range Goal #5: All students will progress in their readiness for employability in an ever-changing world.

District Goals for Monitoring Student Progress:

- We will increase the learning opportunities and provide curriculum for all students that help them progress in their readiness for employability.
- We will increase the number of students achieving a score of five on the 11th grade *Work Keys* assessments.

F. Long Range Goal #6: We will expand opportunities that promote understanding and acceptance of diversity.

District Goals for Monitoring Progress:

- We will actively recruit and maintain staff of diverse cultural, racial/ethnic and linguistic backgrounds.
- We will empower the North Scott Equity Committee to coordinate and promote diversity and diversity programming.

- We will develop a plan that ensures all employees receive diversity training throughout each school year.

- We will provide an opportunity for each student and faculty member to have contact, communication and/or interaction with students of diverse cultural, racial/ethnic and linguistic backgrounds.

2. Develop and implement financial and business activities, which will maintain and improve the financial position of the school district as it relates to the district's educational mission.

   Planned Activities:

   A. Revise and update a 5-year financial plan that will include planning for declining enrollment and low allowable growth.
   B. Implement a plan to maintain the district's solvency ratio.
   C. Continue to seek out and implement all available financial resources to support the mission of the district.
   D. Implement all recommendations as delineated in the 2001/2002 district audit report.
   E. Develop and implement a plan for employees and community members that will increase their knowledge in regards to the district's financial status, budgeting process and procedures.

3. Maintain district facilities and grounds which enhance educational opportunities for students, provide a safe desirable work place for our employees and foster community pride.

   Planned Activities:

   A. Revise and implement a strict preventative maintenance program for all HVAC equipment and other electrical mechanical systems throughout the district.
   B. Update all buildings to insure that they comply with all OSHA, fire and insurance regulations and recommendations.
   C. Address all of the standards in regard to facility accessibility contained in the Individual's with Disabilities Act.
   D. Accelerate the removal of asbestos containing floor tile from all district facilities.
   E. Continue to paint and renovate all district buildings to create a clean and bright learning environment.
   F. Continue to address, update and improve district-wide safety measures for students, staff and the public.

Appendix D

NEW STUDENT CHECKLIST

Student Name_____

Grade Level_____

Homeroom Teacher_____

Date_____

Checklist:

1. **Cumfolder and permanent record prepared.**____
2. **Attendance card issued.**____
3. **Report cards issued.**____
4. **Teacher viewed cumfolder.**____
   (Please check if an active I.E.P. is included in folder.)

(Please return this form to office upon completion of #4 within one week of date)

Appendix E

Edward White Elementary

Emergency Procedures

(Revised 6/14/01)

Safety Committee
John Langenhan
Laura Jacobsen
Judy Kilzer

Edward White Elementary
Emergency Procedures

Page:

1. Fire Procedures
2. Fire/Bomb Exits
3. Tornado/Earthquake Procedures
4. Bomb Procedures
5. Bomb Threat Phone Call Procedures
6. Tornado/Earthquake Safe Areas
7. Lock Down Procedures
8. Visitor Procedures
9. Procedures For Picking up Children
10. Custody Laws Affecting the School

Edward White Elementary
Emergency Procedures

Fire Drills (Long Continuous Buzz.)

1. Exit by the nearest doors to the playground areas. (See pg. 2)
   A. Close windows and doors.
   B. Turn off lights.

2. Take class attendance and report missing students to the office personnel at front of building.

3. Custodians will check restroom areas. Office personnel will check health office.

4. Re-entry is indicated by three short rings of bell.

5. Safety instructions will be given at the conclusion of a fire drill to review safety procedures and have students evaluate their actions.

6. If it is necessary to leave the school grounds, the students will be escorted to Faith Lutheran Church or the Junior High.

7. Principal or Office Secretary will contact Superintendent's Office (285-3100 or Ext. 081)

8. If necessary, activate the Parent Information Response Team.

Edward White Elementary
Emergency Procedures

Tornado Drills (Intercom, or civil defense sirens.)

1. Go to designated areas or take cover immediately.

   A. Drop to knees with back to windows, away from windows or other potential hazards, under desk, table or other shelter or against an inside wall.
   B. Head down towards knees, hands clasped behind neck, arms against ears, eyes closed.
   C. Be silent so directions can be heard.

2. Teacher assumes drop position with children, then stands and monitors students' positions.

3. Teacher or principal gives directions for evacuation to alternate site.

4. Principal or Office Secretary will contact Superintendents' Office. (285-3100 or Ext. 081)

5. If necessary, activate Parent Information Response Team.

Earthquake Disaster Preparedness Plan

Earthquakes offer little warning, therefore, there would be no time for an all school alarm; teacher should initiate the command based on their discretion.

1. At teacher's command, students assume drop position.

   A. Drop to knees with back to windows, away from windows or other potential hazards, under desk, table, or other shelter or against inside wall.
   B. Teacher also assumes drop position with children, then stands and monitors students" position.

2. Teacher assumes drop position with children, then stands and monitors students' position.

3. Teacher or principal gives directions for evacuation to alternate site.

4. Principal or Office Secretary will contact Superintendents' Office. (285-3100 or Ext. 081)

5. If necessary, activate the Parent Information Response Team.

Edward White Elementary
Emergency Procedures

Bomb Scare (Intercom announcement.)

Procedure for Staff Receiving Bomb Threat:

1. The person receiving the call should obtain as much information as possible and record the information in writing. The person receiving the call should note: The time the call was received, male/female voice, estimated age of caller, exact words used and background noises. (See bomb threat phone call information form located beneath telephones --pg. 5.)
   Activate a phone trap. Follow these procedures:
   1. Hang up phone
   2. Use same line
   3. Dial * 57
   4. Hang up phone

2. The staff member should immediately notify an Administrator or Office Secretary.

3. After a bomb threat has been received or reported the principal or office secretary will call 911 to report the bomb threat. Office secretary/administrator will contact the Superintendent's Office. (285-3100 or Ext. 081)

Bomb Threat Evacuation Procedures:

1. The building will be evacuated via intercom announcement. (See pg. 2) Students will remain outside the building until given the "all clear" to return to school. In inclement weather, students will be told to get their outside apparel and then be escorted to an alternate site.

2. Building personnel will be utilized in the search, only on a voluntary basis.

3. The principal and/or designees will stay at the school for supervision and to prevent unauthorized persons from entering the building.

4. Students will remain out of the building or at the alternative site until officials determine it is appropriate to return to the school building.

5. If necessary, activate the Parent Information Response Team.

Reentering the Building After a Bomb Threat:

1. Return to the building when an "all clear" has been given by school officials.

Edward White Elementary
Bomb Threat Phone Call Information

Fill out as completely as possible.

•Time Received: _____a.m. _____p.m. •Date Received: _____

•Exact words of person placing call: _____

_____

_____

•Time Hung up: _____a.m. _____p.m. •Person receiving call: _____

Description of Caller:

•Sex:_____ •Age: _____ •Background Noise: _____

•Accent: _____ _____

•Voice: _____ •Voice Familiar ?

_____

Ask the following questions.

•When is the bomb going to go off? _____

•Which building is it in? _____

•Which of our locations is it placed? _____

•What kind of bomb is it? _____

•What does it look like? _____

•Why did you place it? _____

•What is your phone number? _____

Revised 6/14/01

LockDown

In the Event of an emergency:

Signal: P.A. Announcement:

Office Staff will lock front door.

Staff is reminded that today is an "E" schedule in the-

1. **Area that is a problem**
2. **Or - building**

1. The Edward White Command Center has been designated as the school office with the media center as an alternate location.

2. Staff supervising students must hold students until the all clear is issued regardless of where you are located in the building. Continue teaching or working, stay seated unless otherwise directed.

3. Staff supervising students outside the building will be contacted and given further instructions.

4. All staff not supervising students must report to the command center or phone the main office.

5. Students in halls go to the first classroom available. Teachers check hallways to collect wandering students. Q-Mail will be used to notify homeroom teachers of displaced students.

6. Classroom doors must be closed and locked if possible.

7. Individual plans are written for some special needs students.

8. Bells designating period changes will be shut off or disregarded.

9. The Principal or designee will contact central office and appropriate law enforcement/agencies if warranted.

10. All clear PA signal will be announced as follows: The "E" schedule is canceled.

11. A debriefing will take place at an appropriate time after the emergency.

Visitors

Having persons in the building that are not usually in attendance is often disruptive and detrimental to the educational process. Occasionally there may be a desire to bring someone into the building that is not usually a part of our school family. Permission must be secured from the main office in advance. Parents are most welcome, but please check in the Main Office if you are visiting, wish to speak with a staff member, or need your child.

Entering the Building

Generally only the main door by the office is unlocked during the day. Visitors must enter through that door and check in at the main office. The south door will be open for athletic events after school hours.

Edward White Elementary
Emergency Procedures

Custody Laws Affecting the School

Request to Release Child

1. Divorced Parents

   A child will only be released to the custodial parent. An exception can be make only upon the written request of the custodial parent. Written request shall be kept on file.

2. Separated Parents

   A child will be released to either parent unless there is a notarized statement from the parent-in-residence.

Request to See Child At School

1. Divorced Parents

   The office will contact custodial parent and abide by the expressed wishes of that parent.

2. Separated Parents

   Either parent will be permitted to see the child.

Medical Emergency

1. Divorced Parents

   - Use emergency information listed on student's card.
   - Do not contact noncustodial parent.

2. Separated Parents

   - Use emergency information listed on student's card.
   - Either parent may be contacted.

Parent Procedure for Picking Up Children in a Crisis

1. Reinforce that the school is one of the safest places that students can be located during most crisis.

2. Students will be kept at school until the crisis is determined to be over.

3. Students will be released to parents who sign for, and document time and date of picking up their child. This procedure should take place in the Main Office.

4. Only persons designated on the enrollment or emergency card may pick up students unless there is a phone call, which can be verified from the parent or guardian.